

Committee	Dated:
Establishment Committee	9 July 2018
Subject: Annual Equalities in Employment Monitoring Report 2017-2018	Public
Report of: Director Human Resources	For Information
Report author: Tracey Jansen, Town Clerk's – Human Resources Colette Hawkins – Town Clerk's – Human Resources	

Summary

This report sets out the workforce profile information for the year 2017-2018. It also provides Members with a summary of the main equalities and inclusion initiatives and actions that have taken place over the year 2017-18.

Recommendation

Members are asked to note the report.

Main Report

Background

1. This report is the annual update presenting data on the workforce profile broken down by 6 protected characteristics defined by the Equality Act 2010. These are sex, age, disability, ethnicity, sexual orientation and religion or belief. The analysis includes salary and grade; the top 5% earners; Gender Pay Gap; turnover, recruitment and new starter and leaver information during the year.
2. The workforce profile data is used to inform the public sector equality duty in relation to employment. This data along with the HR dashboards and workforce planning data helps to inform the Human Resources business plan. In addition, Equality and Inclusion is now a workstream of the HR Transformation Programme.

Current Position

3. Attached as Appendix 1 is an analysis of the workforce as at the end of March 2018. Over all there has not been any significant change in the composition of the workforce. The various initiatives that we have put in place will take time to embed before we will be able to see any discernible difference. However, of note

is that this year's figures include the new apprentices and has resulted in an increase in the number of under 25 year olds. In addition of those with protected characteristics who can experience disadvantage, staff who have identified themselves as LGBT are the only group that are faring better in the top 5% of earners. Women, ethnic minorities and employees with disabilities continue to fare worse in this category of analysis.

4. The top 5% of earners has been analysed over a number of years and was formerly a key performance indicator for local authorities. This year we have included in the annual report the gender pay gap and this has previously been reported in detail to the Committee.
5. In the autumn we will undertake our disability and ethnicity pay gaps along with this year's gender pay gap.

Equalities and Inclusion Initiatives During 2017-18

6. Quarterly update reports continue to be made to the Establishment Committee. The Equality and Inclusion (E&I) Board meets on a quarterly basis. Highlights of the Board's work includes:
 - Peer review of E&I service delivery by all Chief Officers;
 - Support for the staff networks float at the Lord Mayor's Show 2017;
 - Embedding the use of the Equality Analysis and Test of Relevance at the proposal stage of HR policy development.
 - Continuing to oversee the E&I Action Plan in relation to employment and service delivery.
7. Other E&I highlights include:
 - City Corporation signed the Women in Finance Charter. A progress update on the commitments made will be reported to a future meeting of the Committee;
 - Anonymised recruitment for Chief Officers and Grade I and J roles is now in place;
 - Buying of additional leave scheme trial has been launched;
 - Revised and significantly improved maternity, adoption, shared parental pay are now in place;
 - Sponsoring the Social Mobility Employers Index;
 - Review and refresh of the jobs pages on City Corporation website. It now includes more information about the City Corporation and highlights our commitment to being an inclusive employer with links to our family friendly benefits.
 - Tackling work-related ill-health by developing the wellbeing of our workforce, reducing the stigma around mental ill-health, and providing a safe and healthy working environment. Developed the mental health e-learning module, classroom based Mental Health First Aid courses and Line Managers guides to Mental Health and developed a CityWell Ambassadors Network.

Staff Networks

8. The Staff Networks continue to develop and have put on events throughout the year for their own members and all staff events. Highlights include:
 - Collaborative working amongst the networks to promote key themes: Carers and Disability Inclusive Network (DIN) event on World Mental Health Day; City Pride attended an event run by the Lesbian Gay Bisexual Transgender plus (LGBT+) group at the City of London Girls School; the Black Asian and Minority Ethnic (BAME) network joined with the City of London Police women's network on the talk by Dr Victor Olisa QPM.
 - DIN have introduced a 'buddy' system to build informal networks amongst colleagues from across the organisation to offer advice, resources and guidance regarding the day-to-day aspects of work at the City Corporation and provide a 'friendly ear';
 - Fundraising for external charities: BAME – British Red Cross; the Women's Inclusive Network (WIN) – Woman's Trust Networks collaborating with key City Corporation strategies and objectives: Multi-Faith supported the 'We Stand Together Against Hate Crime'; WIN – fed into the review of maternity, adoption and shared parental pay.
 - Working collaboratively to take part in the Lords Mayor's Show highlighting the work of the Networks and brand.
 - WIN events to recognise 100-year anniversary of the Suffragettes.
 - The City of London School also hosted a guest speaker event with former NBA basketball player John Amaechi, regarded as "one of the world's most high-profile gay athletes" who spoke to groups including students and staff.
9. Training, development and networking opportunities have been offered to the Networks and their Sponsors. A number of Network leads have stood down having completed their tenure and plans are in train for the transition between sponsors for some Networks.
10. The Networks have contributed their comments and views on HR policy development and we continue to work in collaboration with them on guides for staff and managers.
11. The E&I Board meets quarterly with the Chairs of the Networks and their Sponsors and invites input to the wider equalities and inclusion agenda.
12. The Establishment Committee endorsed the proposal to have a dedicated Diversity and Business Engagement Manager post to support our Networks and to develop the City Corporation's reputation as a credible voice and influence in the wider city and beyond in relation to staff networks, diversity equality and inclusion.

Women in Finance Charter

13. In November 2017 the Chairman of Policy and Resources signed the Women in Finance Charter. The City Corporation has pledged to promote gender diversity in all our senior roles. As noted above a separate report will be made to advise the Committee of progress being made to promote gender diversity and equality.

Social Mobility

14. The City Corporation is sponsoring the Social Mobility Index for a second year. A Social Mobility Strategy is currently being devised to raise general awareness across the City Corporation. Consideration is being given to a one-off survey to gain a better understanding of the make-up of our work force to inform further development of the Attracting Talent project.

Gender Pay Gap

15. In March 2018 the City Corporation published our data in accordance with the Regulations on the Government website. Our mean average Gender Pay Gap of 8.1% and mean average Bonus Gender Pay Gap of 14% was reported to the Committee in February 2018 with a more detailed analysis provided in April 2018.

New Employment Policies and Schemes

16. The pay provisions within the maternity, adoption and shared parental policies have been revised and significantly improved and our provisions are now amongst the best in the country. The revised provisions will ensure we remain competitive with external organisations and will act as a recruitment and retention incentive. These improved provisions were approved by the Committee in December 2017.
17. A new scheme allowing staff to buy additional leave is currently being trialled. Within the first two months of implementation six people had bought leave. A full report will be brought back to the Committee in 2019 with any recommendations for change following the end of the trial.

Corporate and Strategic Implications

18. This report identifies a number of actions and activities that contribute towards meeting our Public Sector Equality Duty. The Equality and Inclusion Action Plan is reviewed regularly at the E&I Board. The Establishment Committee has oversight of the City Corporation's policies and practices in respect of equality and inclusion, including the implementation of the Equality Act 2010 and other relevant legislation. The Gender Pay Gap regulations require us to publish annual gender pay gap data.

Conclusion

19. Regular updates are made to the Committee on the range of initiatives and developments that support and demonstrate our commitment to equality, diversity and being an inclusive employer. This year we have continued to support the staff networks and rolled out further family friendly policies. We have put in place anonymised recruitment of senior roles. The reporting and analysis of our gender pay gap has informed the initiatives and activities that we are putting in place to support women in the workplace and encourage recruitment in and progress through to senior roles.
20. The development of training and guidance on mental health is being rolled out. The aim is to encourage an environment where staff can feel comfortable and able to discuss challenges they may be facing and so that managers feel better equipped to be supportive of them. Approximately 730 managers have completed the Mental Health Awareness on line learning course. 120 employees have completed the classroom based training and this continues to be rolled out.

Appendices

- Appendix 1 – Employee Profile March 2018

Background Papers

Gender Pay Gap, February 2018 – Establishment Committee

Mental Health Wellbeing Update, February 2018 – Establishment Committee

Maternity, Adoption and Shared Parental Pay, December 2017 - Establishment Committee

Equality and Inclusion Update, October 2017 – Establishment Committee

Annual Equalities in Employment Monitoring Report 2016 – 2017, June 2017 – Establishment Committee

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